

## What must be verified?

Changes in your household's shelter costs must be verified. Shelter costs include:

- Rent.
- Mortgage.
- Taxes.
- Special assessments.
- Homeowners insurance.
- Heat and/or utility costs.
- Getting or losing a telephone expense.

You may verify these changes by:

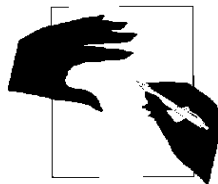
- Mortgage or rental contracts.
- Statements from the mortgage company or landlord.
- Copies of tax or insurance bills.
- Copies of assessment bills.
- Current bills or a written statement from the telephone or heat/utility provider.
- Proof of application or receipt of a Home Heating Credit warrant.
- DHS-3688, Shelter Verification Form.

Changes in your household's obligation to pay child support and arrearage expenses must also be verified. Child support and arrearage verification may include but is not limited to:

- Wage withholding statements.
- Proof of withholding from unemployment compensation.
- Statements from the parent who has custody of the child, verifying the amount of direct child support.

Department of Human Services (DHS) will not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, sex, sexual orientation, gender identity or expression, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your area.

## Using the Change Report Form



You may use the DHS-2240, Change Report Form, to report changes to your specialist. If you choose this method you must answer all questions on the form for everyone in your household. If any questions do not apply to your household situation, answer the question N/A, not applicable. Be sure to answer all questions in sections 1-7. You may attach a separate piece of paper to your Change Report Form if you need additional room to report changes.

**Remember to:** Sign and date the form and attach all required verifications. Be sure to write your name and case number on any verifications you send in so the verifications may be returned to you.

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If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

For any other information dealing with Supplemental Nutrition Assistance Program (SNAP) issues, persons should either contact the USDA SNAP Hotline Number at (800) 221-5689, which is also in Spanish or call the State Information/Hotline Numbers (click the link for a listing of hotline numbers by State); found online at [http://www.fns.usda.gov/snap/contact\\_info/hotlines.htm](http://www.fns.usda.gov/snap/contact_info/hotlines.htm).

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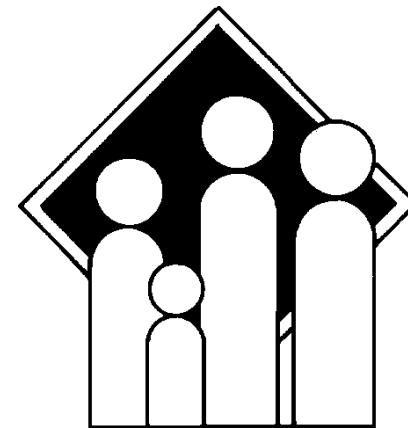
DHS Publication-280 (Rev. 4-14)  
Previous edition may be used.

# REPORTING CHANGES

## When to Report

## How to Report

## What to Report



This brochure is a guide to reporting changes. It provides information on when changes must be reported, ways to report changes, what changes you must report, and what changes require verification.



STATE OF MICHIGAN  
Department of Human Services

## When do You Report Changes?

Changes in your household must be reported within **10 days** of the change. Failure to report changes within 10 days may result in case closure or reduction of your benefits.



Exception: For Family Independence Program (FIP) only, you must report a child leaving your home within five days of the date you know he or she will be absent for 30 days or more.

## How do You Report Changes?

Reporting change is now easier! You may report your change online through MI Bridges or by telephone. Reporting changes by telephone allows your specialist to gather the most information about the change from the best source for that information – you. If you have any doubt about whether to report a change, contact your DHS specialist. Your DHS specialist will tell you if different reporting rules apply to you such as, simplified reporters. You may also report changes in writing, in person, or with the DHS-2240, Change Report Form.

## What to Report and Verify

### 1. Job Starts, Changes, Stops

Clients must report income-related changes (starting, stopping, change in hours/rate of pay, etc.) within 10 days of receiving the first payment reflecting the change.

### 2. Persons In Your Home

Report changes about people in your home. Examples of changes to report are anyone who:

- Moved into or out of your home.
- Temporarily left your home.
- Entered a nursing home.
- Was married, divorced or separated.
- Was born or died.

### 3. Household Income

#### What do you report?

For anyone in your household, you must report:

- Changes in rate of pay or if employers change.
- Changes in hours worked per week if they are more than five hours since you last reported a change.
- If anyone in the household stops working.
- If anyone starts or stops getting Social Security, a pension, unemployment, child support, or any other unearned income.
- If gross monthly unearned income went up or down by more than \$50 since the last time you reported a change.

Exception: For Medicaid only (except for Healthy Kids) you must report any change in gross monthly income of more than \$25.

**What must be verified?** You must provide proof of your household's income. Pay stubs, employer statements, the DHS-38, Verification of Employment, DHS-431, Self Employment & Income and Expense Statement, or DHS-3569, Agricultural Worker Income Verification, may be used to verify income. For child care, if your work schedule and/or employer have changed and anyone has child care costs, attach a written statement with your work schedule with the days and times of work. The work schedule statement must be signed by your employer to verify the schedule.

### 4. Work-Related Activities

**What do you report?** Report if anyone in your household participated in approved employment-related activities. Such activities may include:

- Work Participation program.
- High school completion.
- GED.
- College.

**What must be verified?** If anyone's work-related activity schedule has changed, attach a copy of the new class schedule.

### 5. Child Care or Disabled Adult Care

**What do you report?** Report any need for, or change in, care of a child or disabled adult. Changes to report may include but are not limited to:

- The days and times when the care is provided.
- If the provider of the care has changed.
- The location where the care is provided.
- If you receive any other help in paying for child care or disabled adult care.

### 6. Assets

**What do you report?** Report if anyone in your household has had a change in assets.

You should report such changes as:

- Buying, selling, giving away, transferring or receiving any assets.

Types of assets include but are not limited to:

- Bank accounts.
- Land.
- Cars and other vehicles.
- Boats.
- Life insurance.
- Investments.
- Lawsuit settlements.
- Any other property.

### 7. Other Changes

**What do you report?** Report if anyone in your household has a change such as:

- Address.
- Rent.
- Mortgage.
- Taxes.
- Insurance for home or health.
- Utility costs.
- Child support and arrearages paid for someone outside the household.
- Medical expenses.
- School attendance.